

UNITED NATIONS

SECRETARIAT

ST/AI/176/Rev.1
21 August 1972

ADMINISTRATIVE INSTRUCTION

To: Members of the staff
From: The Acting Controller

Subject: TRANSPORTION OF PRIVATELY OWNED AUTOMOBILES

1. The purpose of this instruction is to set out the conditions under which privately owned automobiles may be transported at United Nations expense. This revision clarifies and modifies those conditions.
2. Reimbursement of costs of transporting privately owned automobiles may be authorized in the case of a staff member in the Professional and higher categories on initial appointment or change of duty station provided that:
 - (a) The assignment to the duty station is expected to be for a period of two years or more, or the initial assignment for a lesser period is extended so that the total assignment is two years or more;
 - (b) The duty station is in one of the countries or territories listed in the relevant part or parts of annex I to this circular;
 - (c) Transportation is, in the opinion of the Secretary-General, reasonable in the circumstances. In determining the reasonableness of transportation in the case of an automobile previously in the possession of the staff member, account will be taken of such factors as the age of the automobile, the potential loss on resale if not transported and the relative price of automobiles in the locality and at the duty station;
 - (d) Reimbursement shall not exceed 75 per cent of the total costs (including freight, insurance and handling charges) subject to a maximum of \$500;
 - (e) The automobile arrives at the port of entry in the country of the duty station normally within six months of the arrival of the staff member at his duty station or, in the case of a newly purchased automobile arriving at a later date, the staff member can show that he had ordered it within that period; and
 - (f) The reimbursement is recoverable by the United Nations, if the automobile is sold within three years of its arrival at the duty station or before the end of the appointment or assignment, unless, in the opinion of the Secretary-General, the sale is justified by a need to replace the automobile (for example, as a result of wear and tear).

3. The countries and territories to which automobiles may be transported at the expense of the United Nations are listed in annex I, which consists of two parts:

(a) Part A lists the countries and territories to which transportation of automobiles may be authorized on initial appointment or on change of duty station, except where the staff member is provided with an automobile for both his official and private use. Authorization of transportation in such cases may be given, regardless of whether the automobile was previously in the possession of the staff member or newly purchased.

(b) Part B lists the countries and territories to which transportation of automobiles may be authorized only on change of duty station. Authorization of transportation to any of these countries and territories will be limited to cases where the automobile was in the possession of the staff member prior to his change of duty station.

4. A list of countries to which automobiles will not be transported at the expense of the United Nations either on initial appointment or on change of duty station is in annex II.

5. The lists in annex I and annex II are subject to periodic revisions in the light of experience.

6. No reimbursement will be made of the costs of transporting privately owned automobiles upon the separation from service of the staff member.

7. This revised instruction supersedes administrative instruction ST/AI/176 and Amend. 1-3. It shall apply to cases of initial appointment or change of duty station that take place on or after 1 September 1972.

Annex I

LIST OF COUNTRIES AND TERRITORIES TO WHICH THE
UNITED NATIONS MAY ACCEPT RESPONSIBILITY FOR
THE COSTS OF TRANSPORTING AUTOMOBILES ON
INITIAL APPOINTMENT OR CHANGE OF DUTY STATION

A. On initial appointment or on change of duty station

Afghanistan	French Guiana	Maldives	Senegal
Angola	French Somaliland	Mali	Seychelles
Antigua	Gabon	Mauritania	Sierra Leone
Argentina	Gambia	Mauritius	Singapore
Bahrain	Ghana	Mongolia	Somalia
Barbados	Gilbert and Ellice Islands	Montserrat	South Africa
Bolivia	Grenada	Morocco	Southern Rhodesia
Botswana	Guatemala	Mozambique	Sudan
British Honduras	Guyana	Nepal	Surinam
British Solomon Islands	Haiti	Netherlands Antilles	Swaziland
Brunei	Honduras	New Caledonia	Syrian Arab Republic
Burma	Iceland	New Hebrides	Thailand
Burundi	Indonesia	Nicaragua	Togo
Cameroon	Iran	Niger	Trinidad and Tobago
Cayman Islands	Iraq	Nigeria	Tunisia
Central African Republic	Israel	Pakistan	Turkey
Ceylon	Ivory Coast	Panama	Uganda
Chad	Jamaica	Papua New Guinea	United Republic of Tanzania
Columbia	Jordan	Paraguay	Upper Volta
Comoro Islands	Kenya	People's Democratic Republic of Yemen	Venezuela
Congo	Khmer Republic	Peru	Virgin Islands
Cuba	Kuwait	Philippines	West Irian
Dahomey	Laos	Qatar	Yemen Arab Republic
Dominica	Lebanon	Republic of Korea	Zaire
Ecuador	Lesotho	Republic of Viet-Nam	Zambia
El Salvador	Liberia	Rwanda	
Equatorial Guinea	Libyan Arab Republic	St. Kitts-Nevis-Antigua	
Ethiopia	Madagascar	St. Lucia	
Fiji	Malawi	St. Vincent	
French Antilles	Malaysia	Saudi Arabia	

B. On change of duty station only

Albania	Federal Republic	Mexico	Ukrainian SSR
Algeria	of Germany	Monaco	Union of Soviet
Australia	Finland	Netherlands	Socialist Republics
Austria	France	New Zealand	United Kingdom of
Belgium	Greece	Norway	Great Britain and
Brazil	Hong Kong	Poland	Northern Ireland
Bulgaria	Hungary	Portugal	United States of America
Byelorussian SSR	Ireland	Puerto Rico	(including its Territories)
Canada	Italy	Romania	Yugoslavia
Cyprus	Japan	Spain	
Czechoslovakia	Luxembourg	Sweden	
Denmark	Malta	Switzerland	

Annex II

LIST OF COUNTRIES AND TERRITORIES TO WHICH
THE UNITED NATIONS WILL NOT ACCEPT
RESPONSIBILITY FOR THE COSTS OF TRANSPORTING
AUTOMOBILES ON INITIAL APPOINTMENT OR ON
CHANGE OF DUTY STATION

Chile
Costa Rica
Dominican Republic
Egypt

India
Uruguay
Western Samoa
